

HOW TO... Back up with BullGuard

Given all the personal data you keep on your PC, backups are more important than ever. Simon Handby shows you how to keep your files safe with BullGuard Backup

BULLGUARD BACKUP 8.0



We're constantly nagging you to keep a proper backup, but the truth is few computing chores are more important. Our hard disks store a great deal of irreplaceable information, but their fragile parts can – and do – fail. Keeping regular backups needn't be a drag, though, as we discovered when we looked at backup software in *Labs, Shopper* 243. Our Best Buy, BullGuard's Backup 8.0, is on this month's cover disc. Here, we guide you through the basics of using it to back up and restore your data.

1 First, install the software. Run the setup program and follow it to completion, accepting the default options. Then start BullGuard Backup by double-clicking its desktop icon. You'll need to register using a valid email address and password before you can continue.

Once it's installed and running, double-click on its System Tray icon at the bottom right of your screen. Click the Backup button on the program's left-hand side, then click WIZARD in the main window to start the backup wizard.

2 In the wizard's first step, specify the types of files you want to include in your backup. In most cases, you'll want to accept the defaults, which back up your office documents, photos, music and videos. Next, the wizard asks where to look for your files. If you know you only use Windows' standard locations to store things (for example, saving music in My Music), leave 'Search only standard locations' selected. If your files are elsewhere, or you're not sure, choose 'Search the entire computer'. Click Next. It may take a few minutes to find all your files.

On the next screen, the wizard asks when you want to run your backups. By default, this will happen when you leave your computer idle, but for each document type you can change to manual-only, or specify a time. If you're not sure, stick with the default.

3 Finally, the wizard asks where to put your backup. Unusually, BullGuard Backup gives you a choice of a local hard disk or a 10GB online drive stored on BullGuard's secure servers. For speed, we recommend that you use a local disk for your main backup. However, for the best protection you could create a second backup online for your most important documents.

BullGuard's default is to ask you before each backup, so for each document type you'll need to click Change and, in the Where dialog that appears, select Local/Remote Path. Enter the path to the drive and folder where you want to place your backups. If possible, you should choose a physically separate hard disk in the same PC or, ideally, another computer or storage device. Make a note of this location in case you ever need to do a restore, then click Next to complete the wizard.

4 You can create additional backups in the same way. However, before you do anything else, you should manually run your first backup. Do this by highlighting a profile in the Backup view and clicking Run Now.

The first backup may take anything up to a few hours, particularly if you have lots of files or if you're using a slow network drive, so make sure that you're able to leave your computer on

– you can continue to use it. Run a manual backup for all the profiles in the Backup view. Once this is done, BullGuard will make sure that updated and new files are backed up each time you leave your PC idle.

5 If you have a hardware failure or you accidentally delete something important, you'll need to know how to get your data back. BullGuard Backup stores your documents as copies of the original files, so you can use Explorer to browse your backup folders and copy the files you need back on to your computer.

Alternatively, start BullGuard Backup, click Backup in the left-hand pane, select the Restore tab at the top of the program window and click Start Restore Wizard. Tell the wizard whether you've lost files or emails, and where you backed them up, and the backup browser will confirm when you have found a valid BullGuard Backup.

6 Once you've found your backup and selected the files and folders you want to restore, click Next. The wizard will ask you where you want to restore your files to. By default, BullGuard Backup restores files to a single folder on your desktop, re-creating the hierarchy of your original files and folders within it.

This can be useful if you've only lost some files from the folders on your PC. However, if you've lost an entire set of folders, you might want to restore them directly to their original location. Click the Browse button to select an existing directory to restore to, but be careful, as you'll overwrite any remaining original files, even if they are newer than your backup. **CS**

